

# **AUTOMOTIVE AND EQUIPMENT ENGINEER (454-05)**

SALARY: \$44,137.60 - \$62,400.00 annually, plus liberal fringe benefits

Management Category IV

## **THE POSITION**

This is administrative and technical work of more than average difficulty assisting higher department management in overseeing the day-to-day activities of the City's fleet maintenance, repair, replacement, and records program.

Employees in this class assist in administering and directing the contracted central garage vehicle and equipment repair and maintenance operations; writing equipment specifications to meet user needs; acquiring and assigning new and replacement vehicular equipment; and supervising personnel engaged in related fleet activities.

The employee works under general supervision and must exercise considerable initiative and independent judgment in developing and meeting the fleet objectives; however, unusual or highly difficult problems and issues are reviewed with higher department management. Work is reviewed in conferences with the employee, by direct observation of work completed, and through study of records and reports.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

## **THE REQUIREMENTS**

1. Possess an Associates degree or have successfully completed at least two (2) years of course work from an accredited college or university, with major course work in engineering, business or public administration, or a closely related field.
2. Possess at least three (3) years experience in automotive and heavy equipment fleet operations and replacement programs, including the preparation of equipment specifications used to acquire equipment under a sealed, competitive bid process, and the administration of outside contracts. Additional qualifying work experience may be substituted on a two-year-for-one-year basis for the college-level educational requirement.

## **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

**NOTE:** ALL APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.

## **HOW TO APPLY**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

SYS:04/12/06:Ann#140-454-04  
Medical Group III

**AUTOMOTIVE AND EQUIPMENT ENGINEER**

**City of Fort Lauderdale**  
**Supplemental Questionnaire for**  
**Automotive and Equipment Engineer (454-05)**

Please answer completely all of the following questions. You must answer all questions even though you may have already provided some of the required information on the standard employment application. Use additional sheets as necessary or desired.

1. What size fleets have you worked with? \_\_\_\_\_
2. Did these fleets have work equipment such as: (Check all applicable equipment.)
- |                         |                      |                |                   |
|-------------------------|----------------------|----------------|-------------------|
| _____ cranes            | _____ backhoes       | _____ loaders  | _____ trenchers   |
| _____ excavators        | _____ aerial devices | _____ trailers | _____ fire trucks |
| _____ police vehicles   | _____ cars           | _____ pickups  | _____ vans        |
| _____ compressor trucks |                      |                |                   |

3. Have you written specifications for work equipment such as those listed above?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If **YES**, please describe your experience writing specifications for work equipment.

4. Have you ever supervised a **contracted** maintenance and repair operation?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If **YES**, please explain.

5. Describe your experience working with the following computer software programs:

	Beginner	Intermediate	Advanced
Preparing Excel spreadsheets	_____	_____	_____
Preparing PowerPoint Presentations	_____	_____	_____
CAD:	_____	_____	_____
Other software programs: _____	_____	_____	_____

My signature affirms that all information contained in this supplemental employment questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND  
SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ONLINE APPLICATION WEBSITE)**